



U. S. SMALL BUSINESS ADMINISTRATION
Government Contracting, Area V
721 19TH Street, Suite 426
Denver CO 80202-2517
FAX (303) 844-0514

Area V, Dallas
Colorado
Texas
New Mexico
Oklahoma
Louisiana

Selling to Federal Agencies **Department of Defense and Large Prime Contractors**

Contact SBA's **Procurement Center Representatives (PCR), Commercial Market Representatives (CMR), Procurement Technical Assistance Centers (PTAC - extended assistance especially for DOD solicitations)** or your local SBA Office for additional assistance. <http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/index.html>


MANDATORY

All current and potential Federal Government Vendors must register in the Central Contractors Registration (<http://www.ccr.gov> assistance 1-(888)-227-2423) to be eligible for contract award and payment.

*****ORCA Required Certifications & Representations** <http://www.bpn.gov> ***

To register your business you will need the following:

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|---|--|
| DUNS NUMBER Dun & Bradstreet | http://fedgov.dnb.com/webform/displayHomePage.do 1-866-705-5711 |
| IRS Tax Identification Number (TIN) or Employer Identification Number (EIN) | http://www.irs.gov/businesses/small/article/0,,id=102767,00.html |
| CAGE (Contractor and Government Entity) | <u>Assigned when you register on CCR.</u> To verify your company informational code log on DLIS website: http://www.dlis.dla.mil/ Click "Suppliers" |
| NAICS keyword search Table of Size Standards per NAICS | http://www.census.gov/epcd/naics02/ (Dept. Commerce NAICS search) http://pro-net.sba.gov/cgi-bin/closemesba.pl?TO=https%3A%2F%2Fweb1%2Esba%2Egov%2Fnaics%2F |

After you complete CCR www.ccr.gov complete your profile for the **Dynamic Small Business Search** by clicking on the SBA logo . Check your profile http://dsbs.sba.gov/pro-net/dsp_dsbs.cfm. Be certain to complete **capabilities narrative, key words and PAST PERFORMANCE** to aid those people searching for small business companies. Enter a web site and an **E-mail Address**. Government agencies, state, local municipalities, and other companies consistently use this database to locate small businesses.

KEEP your CCR profile current within the year and update your EMAIL address

Most Federal Agency Procurement Forecasts and "Small Business Specialists" nationwide
http://acquisition.gov/comp/procurement_forecasts/index.html

Find Solicitations to bid on (FEDBIZOPPS) <http://www.fbo.gov/> Federal agencies post solicitations on this site. You can also register to receive "daily" emails for the type of work that you are seeking to bid on. <http://www.fbo.gov/EPSVendorRegistration.html>. FedTeDS -- <https://www.fedteds.gov/> online dissemination solution designed to safeguard sensitive acquisition related information

Extremely IMPORTANT: The Federal Acquisition Regulation establishes policies, procedures, terms & conditions for solicitations/contracts – refer to it **OFTEN** before you sign a solicitation/contract.

<http://www.acquisition.gov/comp/far/index.html> or <http://farsite.hill.af.mil/> (searchable)

Other important acquisition information <http://acquisition.gov/>

Cost and Pricing is CRITICAL – Please See "DCAA Publications" for cost/price information <http://www.dcaa.mil> or Department of Defense contract pricing information <http://www.acq.osd.mil/dpap/contractpricing/>

Subcontracting Opportunities (SUB-NET) <http://web.sba.gov/subnet/>, Directory (large primes by state http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/gc_subcontracts_opportunities.html).

The latest Marketing Directory for Colorado
can be obtained at <http://www2.sba.gov/region8/> click on [Federal/Large Prime Contracting Offices List](#)

Certify Your Company (if applicable)

- 8(a) Business Development Program for “socially and economically” disadvantaged firms <http://www.sba.gov/8abd/> and Small Disadvantaged Business (SDB) wishing to receive SDB consideration on prime contractor’s subcontracting opportunities must **be certified by SBA** <http://www.sba.gov/sdb/> (if certified as 8(a) you are also SDB certified but not the other way around)
- HUBZone certification for small business firms in high unemployment areas please apply at <http://www.sba.gov/hubzone/>
- Veterans and Service Disabled Veterans please work with SBA’s <http://www.sba.gov/VETS/>; the Congressionally established Veterans Corporation <http://www.veteranscorp.org>; Department of Labor <http://www.dol.gov/elaws/evets.htm>
- Veterans and Service Disabled Veterans register your firm’s VA’s database <http://www.vetbiz.gov/vip/vip.htm>
- Women business owners please review <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>
- Federal Supply Schedule information <http://www.fss.gsa.gov/> and search GSA FSS on elibrary <http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>
- For procurement actions **between \$3,000 to \$100,000 – For both Defense and Civilian agencies**, in addition to FEDBIZopps, contact the **local agency Small Business Representative** to find out how to access their Departments system nationwide (See Marketing Directory for local Federal agency contacts).

OTHER HELPFUL INFORMATION

Make personal contact with government activities that you are interested in doing business with. Most have Small Business Specialists who may assist you. Attend local business trade fairs/ <http://www.sba.gov/localresources/index.html> (**Events Calendar**). Contact the SBA, Defense Contract Management Agency (DCMA), local Chambers of Commerce, local municipalities and business resource organizations. Check the internet for tradeshow--Example: <http://tsnn.com/>

- Business Law - <http://www.sba.gov/smallbusinessplanner/index.html>
- Department of Labor - “*Small Business Compliance Assistance*” - <http://www.dol.gov/dol/compliance/compliance-comptools.htm>
- Vet 100 report <http://vets.dol.gov/vets100/>
- DOD Security Clearance – Call 1-888-282-7682, or visit <http://www.dss.mil/> for civilian agencies contact the respective agency.
- Technology -- SBIR, TECH-Net, Trade-Net <http://www.sba.gov/sbir/>
- Small Business Committees: Senate - <http://www.senate.gov/~sbc/> House - <http://www.house.gov/smbiz/>
- Proposed regulations that affect the way you do business <http://www.regulations.gov/>

Marketing your company, Extended Training, Counseling and Networking Opportunities

- Counseling Centers for general business questions: <http://www.sba.gov/localresources/index.html> click on state and on Counseling and Training
- National Contract Management Association: <http://www.ncmahq.org/> or Denver Chapter: <http://www.ncmadenver.org/> or Pikes Peak Chapter <http://intranet.ncmahq.org/pikespeak/default.aspx>

BE INFORMED:

- SBA homepage <http://www.sba.gov> has volumes of business information or contact the SBA’s Colorado District Office (303) 844-2607 x 213 or 226 for information on Loans: working capital, expansion, renovation, etc -- or startups.

State of Colorado/City of Denver

- State of Colorado purchasing (303) 866-6100 -- State of Colorado Economic Development and International Trade Office (303) 892-3840. BIDS <http://www.colorado.gov/colorado-doing-business/>
- For firms wishing to do business with RTD and CDOT or need information on State certification (women and minorities) call the Colorado Office of Certification on (303) 512-4140. For the City/County of Denver DBE certification information call the Division of Small Business Opportunity (DSBO), (720)913-1700.

(UPDATE your CCR profile within the year and update your email address)

Small Business Administration
Government Contracting
19th St., Room 447
721 Denver, CO 80202-2517

Karen Klam (303) 844-2607 x271, karen.klam@sba.gov
José Martínez (303) 844-2607 x264, jose.martinez@sba.gov
Fax #: (303) 844-0514